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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 9, 2009**

PRESENT: TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Donna Osborne, Nick Manolis, Jim Donison

7:00 p.m. Chairman Clow called the meeting to order.

PRIMEX – Mr. Nick Manolis said he was here tonight representing Primex to walk the Board through a scope of services to assist in helping with steps to hire the next Town Administrator. Weare has had a positive relationship with Primex for 25-30 years. Mr. Manolis said the position of the Town Administrator is the town's most important employment decision. The hiring point is where the employer takes on a lot of risk. Mr. Manolis is trying to help the Board make the best decision and eliminate risk. Mr. Manolis said this scope of services will not put them in a position where Primex makes the employment decision, but only gives guidance.

Mr. Manolis said the four primary steps in the hiring process are preparation, recruitment, selection and transition. Mr. Manolis asked what the town would be looking for in a Town Administrator and said preparation is very important. Mr. Manolis wants a sense of where the Board wants to go and what the town is looking for in behavior in a Town Administrator, i.e., a decision maker, someone who works well with the community and interacts with the employees. Mr. Manolis said if Primex were to help with the process then they would establish the steps to be taken and a timeframe for hiring. Identification is important to identify what issues the next Town Administrator faces, issues the town faces, roadblocks to a smooth transition, what skills they are looking, behavior the town is expecting from a Town Administrator. Primex will gather the information and summarize, prepare a job description for the town and look at qualifications and will work out the job announcement.

Mr. Manolis asked the Board if they have discussed where they will search in terms of distance for the Town Administrator. Primex will suggest where to post the job announcement. Candidates will apply to the town of Weare and Primex will review resumes with the BOS. Primex will help the Board with initial interviews and will guide the process in which to hold interviews. Mr. Manolis will make sure questions asked of candidates will keep town out of any risks. Mr. Manolis said they will help with the final interviews by assisting in the creation of a format and questions.

Primex will assist in guidelines of background checks but will not do the background checks. They will assist in the structure of a pre-employment physical.

Mr. Manolis said they need to transition early on in the relationship with the new Town Administrator to determine first year goals and aspirations. Mr. Manolis said the amount of employers that do this is extremely low. Smooth transition and limited liability with first year goals is extremely important. Mr. Manolis said Primex does not go away and will return at the 6 month and 11 month relationship with the new Town Administrator.

There will be no cost for Primex's consulting time; there will be a cost for advertising and traveling but not for the time they dedicate to the assignment. Mr. Manolis thinks Primex can help the town, will not make the decision but will guide the town through the process.

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Selectman Lacasse asked if the follow up can be tailored within the personnel policy. Mr. Manolis said he is unsure if this position falls within the policy or can stand alone. Mr. Manolis said they would urge the town to review the new Town Administrator at 6 and 11 months. Selectman Butt agrees with the 6 and 11 month reviews and said during the first 6 months the BOS needs to set very specific goals and minimum basics. Mr. Manolis sees the goal setting immediately when the employee is brought on board. Selectman Butt said they do have a job description and it needs to be used as a basis to determine who they are looking for. Selectman Butt said HR and the management portion of the position is his largest concern.

Chairman Clow asked what a realistic timeline would be and said he would like someone in the position for the beginning of July. Mr. Manolis thinks it would be close, but realistic. Impact on that would be how far a field you want to cast the net, Mr. Manolis said some publications run 30-45 days out but if they advertise locally and rely on press and internet it will be doable. Selectman Butt said when they did this before they received 50 applications and went through the interviewing process with 14 candidates. Selectman Butt said the average length of employment for a Town Administrator is 3-4 years. Selectman Butt said he is also willing to look at someone that does not have a Town Administrator background.

All resumes will come directly to the Town of Weare; Mr. Manolis said Primex will review the resumes with the Board. Chairman Clow said they want the Board to be involved and not turn the process over to a group. Chairman Clow said they could use a sounding board to start the process. Mr. Manolis said he mentioned a community group in the identification. Chairman Clow said he is not sure if the committee would be permanent or for preparation, the final interview of 3-4 candidates would be the BOS alone. Selectman Butt feels it would be hard with a department head involved in the discussion group. Selectman Lacasse said he would think they would want department heads involved in the identification process. Selectman Lacasse thinks the employees want someone they can respect. Selectman Butt feels employees want a Town Administrator to be involved. Chairman Clow feels by providing involvement with the employees it would be a stronger relationship. Selectman Butt said if it was done with the employees informally he would be in favor of the employees input. Chairman Clow said they need to be respectful of the employees wants. Chairman Clow mentioned the time line and said last time there were good candidates that were lost along the way because of the length of the process. Selectman Butt said if they find someone who looks good on paper they need to react quickly. Mr. Manolis said they will be recruiting against the town of Gorham, who has a December 1 date, Litchfield has a warrant article for their first Town Manager, Town of Berlin is seeking a City Manager and the Town of Hooksett is right now in the application stage. Chairman Clow asked Mr. Manolis if he knows what is being offered for salaries in those communities. Mr. Manolis said in the North Country it would be \$80,000-\$100,000 a year for a Town Manager. The Town of Weare is not looking for a manager, but a Town Administrator. Mr. Manolis said Selectman Butt is right in saying they may broaden their search by not having a Town Administrator background. Mr. Manolis said Primex would work with the town to see where they fall in the marketplace, be competitive and also take advantage of the economy. Mr. Manolis said Primex has already received an applicant for the Town of Weare.

Chairman Clow feels they need to get some dates in mind. Mr. Manolis said they can set a date to start the identification process and walk through a tentative process and major issues this position would face. Selectman Butt said he would be looking for guidance in what Primex thinks the general position of the Town Administrator would be. Mr. Jim Donison feels they could handle steps 1 and 2 in a one night work session. Selectman Butt feels this is a specific job with specific duties. Mr. Manolis said when they start their process they might all have different views, the identification time will help build some consensus amongst the five members. He said getting the Boards consensus is huge because they want to show the candidates the Board is united. Selectman Butt said they had created a job description before hiring the last employee. Mr. Manolis said the Board needs to tell Primex the top issues the town is facing. Mr. Manolis said when they determine what the important issues are then those are the questions they focus on during the interviewing process. Selectman Butt feels a good manager works well with employees and all boards. Chairman Clow said he is a believer in the value of the process and having more people included in the beginning of the process is important. Mr. Donison said maybe they don't want to expedite the

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process. Chairman Clow said there needs to be someone in place before they start another budget cycle. Selectman Butt feels this can be done in 3 months.

Mr. Manolis said he would not survey every employee, but would include department heads. Mr. Manolis said they could set a date and on that date there could be a forum, the BOS could invite who they feel they want there and it will not take a great deal of time. Mr. Manolis will work on schedule and the BOS will send a job description to Primex. Primex and the BOS will meet for a public input night on Wednesday, March 4th. Chairman Clow will draft a letter to go to committee/commission chairs and boards and department heads. Mr. Manolis will facilitate the meeting and will leave the meeting telling everyone they will bring their concerns back to the BOS. Selectman Butt feels the BOS should not even be at the meeting. Chairman Clow feels they can be there but be reserved in their comments. Mr. Manolis feels the BOS should be present.

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated February 12, 2009. Passed 3-0-0

Accounts payable	\$799,599.87	(Weare School \$700,000)
Gross Payrolls	\$41,705.62	(includes Spec Detail, Credit Union, Taxes)
	<u>\$5,601.35</u>	(monthly fire)
Total	\$846,906.84	

Vice Chairman Clark entered the meeting at 8:28 p.m.

Selectman Butt reviewed the Town Mailer with the Board. Selectman Lacasse would like to see the tax impact rate on the back of the Town Mailer in a separate section. Selectman Butt said that is hard to do because they don't know what the tax rate will be. Selectman Butt said on the warrant last year the tax impact was zero. Selectman Butt feels the tax payers should be basing their decisions on what the town needs not the tax impact.

Selectman Butt said there is information on LGC website on how to create a Town Report. Selectman Butt said it should include what's happened in the community in the past year and what is planned for the future. Selectman Butt feels eliminating the Deliberative Session minutes from the Town Report would be a substantial savings in the cost of printing the reports. The Town Report will indicate that the minutes are available on the town website or in the Selectman's office. Selectman Butt said no structure or format was set forth for departments to present their information for the Town Report; therefore he received all information in different formats.

Chairman Clow moved, Selectman seconded to enter into non public session @ 8:50 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 9:05 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 4-0-0

Chairman Clow moved, Selectman Lacasse moved to seal and restrict the minutes of the non public session. Passed 4-0-0

A True Record.

Cherry Palmisano, Recording Secretary